

# HUNTON & WILLIAMS

ATLANTA, GEORGIA  
BRUSSELS, BELGIUM  
FAIRFAX, VIRGINIA  
KNOXVILLE, TENNESSEE

SUITE 1400  
ONE HANNOVER SQUARE  
FAYETTEVILLE STREET MALL  
P. O. Box 109

NEW YORK, NEW YORK  
NORFOLK, VIRGINIA  
RICHMOND, VIRGINIA  
WASHINGTON, D. C.

RALEIGH, NORTH CAROLINA 27602  
TELEPHONE (919) 899-3000  
FACSIMILE (919) 833-6352

FILE: 41147.000208  
DIRECT DIAL: 919-899-3061

November 27, 1990

Mr. Williams F. Lynch, III  
Supervisor, Records Management  
Philip Morris Management Corp.  
120 Park Avenue, 17th floor  
New York, New York 10017

## Departments/Records Coordinators Lists

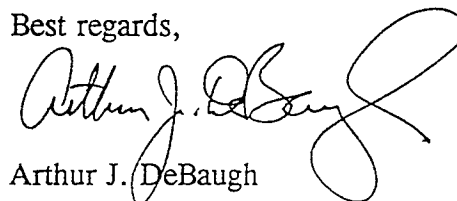
Dear Bill:

I enclose for your review the lists I have been keeping of Records Coordinators for Philip Morris U.S.A. in the New York Office and for Philip Morris International. In addition, Exhibit A is a complete list of retention schedules developed by Hunton & Williams for Philip Morris International. This list follows the format of the list you telecopied to me on November 15, 1990.

Exhibit B is my attempt to match Records Coordinators and retention schedules with the departments within Philip Morris International that are apparently "recognized" by the Personnel Department. As you will see, a great deal of confusion still exists.

After you have had a chance to review this information, please call me so that we can discuss this matter further.

Best regards,



Arthur J. DeBaugh

### Enclosures

cc: Bradley B. Brooks, Esq. (w/ encl.)  
Mrs. Clare Purcell (w/ encl.)  
Thomas G. Slater, Jr., Esq. (w/ encl.)  
Ray V. Hartwell, III, Esq. (w/ encl.)

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